DIRECTOR OF SAFEGUARDING

Candidate Pack



Ofsted Outstanding 2023

"Dame Alice Owen's School is a wonderful place to come and learn"

Ofsted, December 2023

THE SUNDAY TIMES SCHOOLS GUIDE 2025

COMPREHENSIVE SCHOOL OF THE YEAR SOUTH EAST

HEADTEACHER'S WELCOME

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where ***"staff overwhelmingly feel well cared for"*** and behaviour is ***"exemplary."*** [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and a stable, experienced and supportive school leadership team which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2026 A level examinations, 66% of all A level grades were A*-A with 89% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 31% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2026 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at top universities; in 2026, 23 of our Year 13 students achieved a place at Oxbridge.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from 'The Telegraph,' who cited us as the 3rd best Secondary School in the Country 2026 and the 9th best Sixth Form in the Country 2026 to those from 'The Sunday Times' where we were crowned **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you can see why our annual survey showed that 100% of staff are proud to be part of the school! Securing a place at Owen's has been described as ***'winning the lottery'*** in the Good School Guide and Ofsted judged us ***'outstanding'*** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.



DIRECTOR OF SAFEGUARDING

Full Time, Permanent Post
Required as soon as possible

37 hours per week, term time plus two weeks holiday working
Salary Scale: M1/32, pro-rata actual annual salary £39,548 (based on £44,253 for the full-time equivalent post)

Closing date: 9am, Wednesday 2 December 2026
Interview date: Tuesday 8 December 2026

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Director of Safeguarding. The Director of Safeguarding will be the first point of contact for safeguarding concerns, lead the wider safeguarding team of deputy DSLs and manage complex cases while being supported by the Deputy Headteacher, Pastoral (Senior Designated Safeguarding Lead).

The Director of Safeguarding will provide a safeguarding triage service to ascertain the required support a young person might need. They will work with the Senior DSL/Deputy DSLs to decide the next steps that may be needed before coordinating this as required. The Director of Safeguarding will manage administrative tasks and liaise with external agencies and parents/carers as required.

The Director of Safeguarding will also work alongside the Senior DSL to provide staff training and regular updates to ensure that school safeguarding practices are robust and up to date.

DAME ALICE OWEN'S SCHOOL







WHY WORK AT OWEN'S

DAME ALICE OWEN'S SCHOOL

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the video here about why they enjoy working at Dame Alice Owen's School.

Watch this video to hear what our students have to say about what a special place Dame Alice Owen's School is for them.







JOB DESCRIPTION

DAME ALICE OWEN'S SCHOOL

Post Title: **Director of Safeguarding**
Responsible to: **Deputy Head, Pastoral (Senior Designated Safeguarding Lead)**

Purpose of the Role:

- To be the first point of contact for safeguarding issues and to provide a safeguarding triage service to ascertain the required support and, working with the Senior DSL, decide the next steps that may be needed before coordinating this as required;
- To support the Senior Designated Safeguarding Lead (Senior DSL) and the wider safeguarding team with day to day safeguarding concerns;
- To lead and support the Safeguarding team with complex cases;
- To support the Safeguarding team with administrative tasks and liaise with external agencies and parents/carers.

Key responsibilities:

- To be the main point of contact for students, staff and parents with safeguarding concerns as well as the principal point of contact for external agencies;
- To ensure rapid triage of students with potential safeguarding needs, so that accurate information is gathered and appropriate next steps are taken in a timely manner, ensuring students and their families (where appropriate) are kept informed and feel supported throughout;
- Working with the Senior DSL, to ensure that the School is compliant with all aspects of relevant Safeguarding legislation, including but not limited to Working Together to Safeguard Children, Keeping Children Safe in Education (KCSIE) and guidance from Local Safeguarding Partners;
- To ensure their knowledge and understanding of the key documents above and all appropriate policies and training remains up to date;
- To ensure the school's Safeguarding policy remains up to date and relevant;
- To ensure that the School maintains meticulous safeguarding records; that are accurate, secure and maintained appropriately;
- To work with the Senior DSL and the School's Attendance Officer to monitor the welfare of students with poor attendance and/or students missing from education as well as to ensure the efficient transfer of student information for leavers and joiners;
- To organise the annual safeguarding audit;
- To work in conjunction with the other school DSLs and pastoral teams ensuring effective sharing of information, as appropriate, and that support for students is put into place, including at points of transition;
- To lead and support effective Safeguarding induction and training (CPD and briefing updates) for all staff and governors as required;
- To ensure parents are kept up to date with shifts in local issues and the wider safeguarding landscape;
- To work with the Head of Learning 4 Life, Computer Science and Network Support to ensure effective online safety education and safeguards are in place to keep students safe online;
- To ensure that filtering and monitoring systems are monitored and appropriate action taken where necessary;

JOB DESCRIPTION (continued)

DAME ALICE OWEN'S SCHOOL

- To attend any relevant training, which will include Level 3 Safeguarding & Child Protection updates;
- To have oversight of all students with safeguarding concerns and offer guidance and support to the Safeguarding Team in managing these cases;
- To continue to foster effective working relations with all the Local Authorities/safeguarding partners as appropriate;
- To attend Senior Leadership Team (SLT) meetings, as agreed, to update and report to SLT, identifying issues and trends for consideration;
- To support the Deputy Head (Pastoral) in preparing safeguarding reports, updates and papers for Governors and senior leaders;
- To support the Deputy DSL's by chairing regular DSL meetings, providing professional guidance on safeguarding cases and coordinating DSL training.

These duties and responsibilities are intended as a guide. The Director of Safeguarding will be expected to undertake any reasonable task or responsibility as required by the Headteacher.

PERSON SPECIFICATION

DAME ALICE OWEN'S SCHOOL

Education	Desirable/ Essential
GCSE English and Maths Grade 5/C or above	E
Holds a degree (or higher) level qualification in Safeguarding or related area	D
Additional qualifications relevant to the post	D
Experience	
Considerable Safeguarding experience within a School or Safeguarding environment	E
Experience of working with external agencies to help support students and families	E
Specialist skills and knowledge	
Up-to-date in-service training and understanding of KCSIE, PREVENT and Working Together to Safeguard Children and Keeping Children Safe in Education legislation	E
Level 3 Safeguarding (DSL) trained	E
An interest in and commitment to keeping abreast of Safeguarding issues and developments as pertaining to young people	E
Excellent IT, administration, organisation and management skills	E
Excellent attention to detail	E
Other	
Experience of managing, or the ability to manage, parental enquiries, concerns or anxieties with authority and reassurance	E
A resilient, self-aware person who knows when to seek support and guidance for themselves	E
An energetic committed individual with the ability to make difficult decisions to ensure the safety and wellbeing of every student	E
Ability to work swiftly and accurately under pressure while retaining an overall 'bigger picture'	E
Ability to work collaboratively within a team and delegate where appropriate	E
Excellent emotional intelligence and interpersonal, communication skills	E
Professional curiosity and a commitment to own professional development	E
A good sense of humour!	E

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - https://damealiceowens.herts.sch.uk/introduction/vacancies/. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Vicki Blackburn, Deputy Head, via blackburnv@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not "protected" (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

DAME ALICE OWEN'S SCHOOL





